

Reference Guide

Adversary Proceeding Case Opening

Step	Action
1	<p>Select Adversary > Open AP Case. Case Type defaults to AP; Current date will display in Date Filed field.</p> <p>Complaint filed defaults to “y”, if filing a Notice of Removal, change to “n” for Notice of Removal - Next.</p>
2	<p>Enter the Bankruptcy case number in the Lead Case Number text box. Association type defaults to Adversary - Next. Verification screen displays showing Divisional Office and Judge assignment; Next.</p>
3	<p>Search for a Plaintiff screen displays - enter the Social Security Number or Last/Business name to search for a plaintiff. If the system finds the correct party, highlight the party’s name in the Party Search Results screen and click Select Name From List to add the plaintiff to the case.</p> <p>If the system <u>does not</u> find the party, it will display a message No Person Found. Click Create New Party to add the plaintiff to the case.</p> <p>Select the role of the plaintiff in the lead bankruptcy case.</p>
4	<p>Click Attorney to add attorney for plaintiff. Enter attorney’s last name and click Search to continue. The Attorney Search Results screen displays. Highlight the attorney’s name and choose Select Name From List. Select Add Attorney, then Submit. After adding plaintiff information, choose End Plaintiff Selection.</p>
5	<p>Search for a Defendant screen displays - enter the Social Security Number or Last/Business name to search for a defendant. If the system finds the correct party, highlight the party’s name in the Party Search Results screen and click Select Name From List to add the plaintiff to the case.</p> <p>If the system <u>does not</u> find the party, it will display a message No Person Found. Click Create New Party to add the plaintiff to the case.</p> <p>Select the role of the defendant in the lead bankruptcy case.</p>
6	<p>Note: When adding a defendant do not add an attorney. This will ensure correct docketing text. The attorney will be added to the case upon the filing of an answer. After adding defendant information, choose End Defendant Selection.</p>

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7	<p>The statistical data screen displays. Click the down arrow to choose the appropriate information.</p> <p>If there is a dollar demand, enter the amount to the nearest thousand (i.e. for a demand of \$5,000, enter 5; leaving off the 000 and the dollar sign).</p> <p>Select Primary Nature of Suit and additional natures as applicable. Next.</p>
8	<p>The fee screen displays. If the Plaintiff is United States, Debtor, Child Support Creditor or its Representative, type “y” in the first text box.</p> <p>If Plaintiff is Trustee or Debtor in Possession, “type “y” in the second text box.</p> <p>If Plaintiff is Creditor, leave default to “n”. Next.</p>
9	<p>Click Browse on Select the PDF Document screen to locate and verify the document you wish to attach to this entry. Click Open to attach the correct PDF - Next.</p>
10	<p>The Fee Verification Screen displays.</p> <ul style="list-style-type: none">• If the Plaintiff is United States, Debtor, Child Support Creditor or its Representative enter Exempt.• If Plaintiff is Trustee or Debtor in Possession enter Defer.• If Plaintiff is Creditor select Next.
	<p>Verify Docket Text and continue docketing - The Notice of Electronic Filing screen appears and your transaction is complete. When an adversary is opened, the lead event spreads to the docket report of the Bankruptcy Case.</p>